

Capital Planning Committee
December 13, 2021 Meeting Minutes
Veterans Memorial Building
Via ZOOM

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:32PM via ZOOM. Those present included Committee Members: Peter Berube, James McCaffrey, John Corcoran, Erin Underhill, Finance Director, Carol Johnston and Clerk, Maureen Canesi.

Chair Jonathan Barry opened the meeting with a review of the agenda.

- **Committee Member, Pete Berube spoke to the Board of a discussion he had at a previous Tri-Board meeting on how Capital items should be defined by the Capital Planning Committee. He suggested that the CPC come up with a definition and vote to adopt and/or recommend that definition within the next few months.**

The Committee had further discussion about the issue and agreed that they will review a Capital Planning document/guide issued by the State for direction in determining “what is Capital” for the Town.

Carol Johnston, Finance Director, suggested that the committee look at the consulting firm, Hilltop Securities for more information on the subject.

REVIEW UPDATES TO CAPITAL PLANNING WORKBOOK

Chair Barry updated the Committee with some changes he made to the workbook and cleaned out items that were just approved.

DISCUSS COMMUNICATION PLAN FOR THE SPRING

Mr. Berube suggested that the Committee come up with a long term presentation. It was agreed that the Committee have some type of draft by mid-January to hand out to department heads.

Chair Barry will reach out to School Committee to inquire about retaining a committee member to represent on the Capital Planning Committee.

PRIORITIZATION SCORING FORM

No major improvements. Just some fine tuning will need to be done and the issue will be addressed at a future meeting.

POTENTIAL FUTURE MEETING SCHEDULE

January 11, 2022

February 1, 2022

February 22, 2022

March 15, 2022

April 5, 2022

Mr. Berube made a motion to adjourn at 7:37pm. The motion was seconded by Ms. Underhill. A roll call vote was taken and the Committee voted unanimously in favor of the motion.

Respectively submitted by Maureen Canesi.